

YOUTH SERVICES POLICY

Title: Required Database Entry and Reporting Requirements Next Annual Review Date: 07/21/2017	Type: C. Field Operations Sub Type: 5. Monitoring Number: C.5.1
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References: See Attachment C.5.1 (a)	
STATUS: Approved	
Approved By: James Bueche, Ph.D., Deputy Secretary	Date of Approval: 07/21/2016

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To outline required database entry and reporting requirements as indicated throughout YS Policy.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors, Regional Managers, and all YS employees responsible for data input and reporting.

Unit Heads are responsible for ensuring that required database entry and reporting requirements are met as outlined in the policy attachments.

IV. DEFINITIONS:

Continuous Quality Improvement Services (CQIS) – The Central Office performance-based and results-driven competency and efficiency management system.

V. POLICY:

It is the Deputy Secretary's policy that routine, accurate data entry and reporting shall be completed in a timely manner.

Data input and reporting of information is an essential tool by which Youth Services (YS) measures performance, safety, and provision of services. This data and information is used in budget projections, to measure goals achieved and to set future goals of this agency.

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- A. The attached “Required Reporting per YS Policy” chart [see Attachment C.5.1 (b), outlines the following:
 - 1. Policy Number;
 - 2. Due From;
 - 3. Due To;
 - 4. Requirement; and
 - 5. Timeline.
- B. The attached “Required Database Entry per YS Policy” chart [see Attachment C.5.1 (c), outlines the following:
 - 1. Policy Number;
 - 2. Entry Into;
 - 3. Timeline for Entry; and
 - 4. Data to be Entered.
- C. The “Required Reporting per YS Policy” and the “Required Database Entry per YS Policy” charts shall be revised and reissued as needed by Continuous Quality Improvement Services (CQIS).

Previous Regulation/Policy Number: C.5.1

Previous Effective Date: 01/01/2006

Attachments/References:

- C.5.1 (a) References.July 2016
- C5.1 (b) YS Policy Required Reporting.July 2016
- C.5.1 (c) Required Database Entry Chart.July 2016